



FRAMEWORK AGREEMENT FOR INTELLECTUAL SERVICES

French Development Agency
5 Rue Roland BARTHES
75012 PARIS

Subject: Climate urban finance expertise for the NUCA Programme multi countries (IKI-IDFC)

BPD-2025-0205

Deadline for submission of applications

Date: 23/06/2025

Time: 14:00 (Paris time)

Estimated deadline for submission of tenders

will be defined at the time of bidding for the offer phase.

Rules for consultation

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1. Purpose of the framework agreement – Main characteristics

1.1 Purpose of the framework agreement

The purpose of the consultation is: Climate urban finance **expertise for the NUCA Multi country programme (IKI-IDFC)**

1.2 Batch breakdown

The different lots of the consultation are as follows:

- **Lot 1: Feasibility studies for urban projects in 5 countries**
- **Lot 2: Technical assistance to public development banks**

1.3 Form of framework agreements

The services provided by the lots of the consultation are subject to a framework agreement pursuant to articles R. 2162-1 to 2162-6 of the Public Procurement Code.

The different lots of the consultation are not divided into tranches.

The Framework Agreement will be executed in part through the conclusion of subsequent contracts and in part by issuing purchase orders.

The maximum amount is fixed in the Contract for each lot.

The framework agreement will be concluded with 4 economic operators, subject to a sufficient number of compliant tenders.

1.4 Contracts for similar services

The services, which are the subject of this consultation, may give rise to a new contract for similar services, negotiated procedure without prior notice and without any call for competition, which shall be carried out by the successful tenderer of this contract.

2. Conditions of consultation

2.1 Procedure for consultation

The framework agreement is concluded using the negotiation procedure because the needs that will be formulated at each solicitation through subsequent contracts cannot be satisfied without adapting immediately available solutions pursuant to article R. 2124-3 1) of the public procurement code.

The negotiation procedure is the process by which a buyer negotiates the terms of the public contract with one or more economic operators who are authorised to participate in negotiations.

For each batch, the procedure shall be carried out in phases under the conditions laid down in this Regulation:

- **Phase 1 – Call for applications: This is to select the** candidates admitted to submit an offer (based on their application)

The Contracting Authority will analyse the applications received and select **5** candidates per batch, subject to obtaining a minimum score of **70/100** on the application criteria and a sufficient number of applications, to whom an initial bid will be requested.

- **Phase 2 – Initial offer:**

This offer will be analyzed and a first ranking will be made for each of the lots, according to the criteria mentioned in the article judgment of the offers,

- **Phase 3 – Possible negotiations**

The **top 5** bidders in each batch may be invited to negotiate and submit a final negotiated bid.

In case of no response to a negotiation, the previously submitted offer will be taken into account for the ranking.

AFD also reserves the right to award the contract on the basis of the initial offer, without negotiation.

As a result, each bidder must submit his or her best bid.

- **Phase 4 – Final Offer:**

The winners of each lot will be selected on the basis of financial and technical offers after submission of the final offer. A final ranking will be established, and the first **3** candidates of each lot will be awarded the contract.

Will be declared as irregular, an offer, which, while providing a response to the need of the contracting authority, is incomplete or does not meet the requirements formulated in the consultation documents.

2.2 Mode of devolution: separate framework agreements

The consultation is divided into lots, each lot being the subject of a separate framework agreement entrusted to a single undertaking or a group of undertakings.

Opportunity to bid for:

- ☒ A lot
- ☒ One or more lots
- ☒ All lots

2.3 Provisions relating to groupings

The framework agreement may be awarded to a single undertaking or a group of undertakings.

If the framework agreement is awarded to a joint group, the joint agent shall be jointly and severally liable to each of the members of the group.

Possibility of submitting several offers for the framework agreement acting both as individual candidates and members of one or more groups:

- ☐ Yes
- ☒ No

Or as members of several groupings:

☐ Yes

☒ No

2.4 Contents of the consultation file

The business consultation file includes the following documents:

- The present rules of consultation.
- The application form
- The Contract relating to the Framework Agreement and any annexes thereto.
- The Cahier de Clauses Techniques Particulières (C.C.T.P.) relating to the framework agreement and any annexes thereto.
- The unit price list framework.
- The estimated detail framework.

2.5 Change to CED

AFD reserves the right to make any detailed changes to the CED no later than **6 days** before the deadline for submission of tenders.

The bidders will then have to respond on the basis of the modified file without being able to make any claim on this subject.

If, during the examination of the application by the candidates, the above deadline is extended, the previous provision shall apply in accordance with this new date.

2.6 Technical Brief

2 technical briefs will be organized for each batch during the application phase by AFD in order to present the framework agreement and the expected services will be proposed.

In order to participate, any interested bidder is invited to come forward via the marches-securises.fr platform (section exchanges/questions – answers). The invitation to this meeting will be emailed by DFS.

The dates of these meetings are:

- **Lot 1: Thursday 5 June at 10:00 and 16:00 (approximately 1h30)**
- **Lot 2: Friday 6 June 10h and 16h (approximately 1h30)**

Attendance at this meeting is not required. All the elements communicated during this exchange and not included in the consultation file will then be communicated to all potential bidders.

2.7 Period of validity of offers

Offers are valid for 120 days from the final offer deadline.

3. Duration of the framework agreement – Renewal – Lead times

The duration of the framework agreement, its terms of renewal and deadlines for execution are set out in the Contract.

4. Withdrawal of the consultation file

The contracting authority informs candidates that the consultation file is dematerialized.

The Business Consultation Dossier (CED) can be consulted and downloaded free of charge at:

<https://www.marches-publics.gouv.fr/>

In order to be able to unpack and read the documents made available by the contracting authority, economic operators must have software allowing them to read the following formats:

- Files compressed to standard *.zip (readable by Winzip, Quickzip);
- Adobe® Acrobat® *.pdf (readable by Adobe Reader);
- *.doc or *.xls version 2000-2003 (readable by Microsoft Office or OpenOffice);
- Rich Text Format *.rtf
- If applicable, the DWF format (readable by Autocad software or viewers such as Autodesk DWF viewer...).

When downloading the consultation file, it is recommended that the company create an account on the dematerialization platform where it will enter the name of the bidder organization, and an e-mail address to keep it informed of any changes occurring during a procedure (adding a document to the DCE, sending a list of answers to questions received...).

The applicant is informed that only the copy of the consultation file held by the contracting authority is authentic.

5. Specific provisions for Phase 1 - Application

Applicants will be required to produce the documents defined below in French and or English.

The elements necessary for the application defined below are produced during the selection phase of applications.

The elements necessary for the selection of the offer will be produced only by the selected candidates.

5.1 Elements necessary for the selection of applications

The applicant must submit a complete application package per batch.

Each candidate **must submit the application form attached to** this document in pdf and Excel format, which will be accompanied by the following documents:

- **Declaration on the honour** justifying that the candidate does not enter in any of the cases mentioned in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached)

- If applicable, **the document(s) relating to the powers** of the person entitled to engage the company
- In **the case of a group, the document authorizing the representative** signed by the members of the group
- In case of subcontracting, **the declaration of subcontracting** (model attached to the Single Contract)

The applicant may prove his financial capacity by any other document considered equivalent by the contracting authority if he is objectively unable to produce any of the requested information relating to his financial capacity.

If, in order to justify his or her abilities, the candidate wishes to rely on the professional, technical and financial capabilities of another participant, he or she must produce the documents relating to that participant referred to in this article above. He must also justify that he will have the capacity of this intervenor for the execution of the framework agreement by a written commitment from the intervenor.

Pursuant to article R. 2143-16 of the Public Procurement Code, candidates are required to submit a translation in French to their applications together with elements written in another language.

Candidates are advised that, in accordance with the provisions of article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents and evidence that the buyer can obtain directly through:

- An electronic system for the provision of information administered by an official body, provided that access to it is free and, where appropriate, that all the information necessary for its consultation is included in the application file;
- A digital storage space, provided that all the information necessary for its consultation is included in the application file and that access to them is free of charge.

In addition, pursuant to the provisions of article R. 2143-14 of the Public Procurement Code, the candidates are not required to provide the contracting authority with supporting documents and evidence which have already been submitted during a previous consultation and which remain valid.

Finally, according to the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority accepts that candidates submit their application in the form of a single European contract document (ESPD) drawn up in accordance with the model laid down by the European Commission Regulation establishing the standard form for the single European market document, instead of the declaration on honour and the information referred to in Article R. 2143-3.

Candidates can create or reuse a ESPD in its electronic version via the following URLs:
<https://ec.europa.eu/tools/espd/> OU <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not allow candidates to limit themselves to indicating in the single European contract document that they have the required aptitude and capabilities without providing any specific information about them.

5.2 Selection of candidates

Applications must meet the following minimum capacity requirements (except for lot 4 which is not covered by an orange/red area):

The service provider must have at least two permanent employees
The service provider must present at least 2 references of services in a similar security risk area, namely an area [orange/red] according to the classification of the MAEE

Minimum required capacity levels:

Applications are declared inadmissible if they do not provide sufficient financial, technical and professional guarantees for the purpose of the service:

Minimum threshold:

- Financial capacity:

- Candidates must demonstrate that they have a minimum financial capacity: **Turnover* (of the last 3 years) of services of the same nature as those of the contract** corresponding to 2 times the total amount of the lot considered over the duration of the CA.

As an example for lot 1: minimum turnover = €7,900,000 / 4 (years) = €1,975,000 * 2 = €3,950,000.

*Where applicable, the amount considered is the cumulative turnover of the members of a group.

Applications that do not provide sufficient financial, technical and professional guarantees for the purpose of the service are declared inadmissible.

The selection of applications will be based on the following criteria:

Criteria	Weighting
<u>Criterion 1 – Technical capacity:</u> The applicant's human resources, in particular with regard to their educational credentials, diplomas, certification and <u>geographical coverage</u>	50%
<u>Criterion 2 - Professional ability:</u> References and achievements in the CA sector	50%

Eligible applications will be ranked based on the grade obtained according to the criteria indicated above. Companies/groups **ranked in the top 8 will be admitted** – in phase 2 – to submit an offer.

6. Phase 2 specific provisions – Offer

Only applicants admitted to the offer phase will be invited to submit the following documents at a later date.

6.1 Elements necessary for the selection of the offer

For the selection of the offer, applicants must produce the following documents:

- A Single Contract (CU) (attached to be completed, dated and signed electronically) **in French**.

The candidate will also specify the nature and amount of services that he or she intends to subcontract, as well as the list of subcontractors that he or she proposes to submit for approval and acceptance by the contracting authority.

- For all lots: The Unit Price List, estimated details **in English**
- A methodological note or supporting submission based on the outline presented in the Imposed Response Framework Annex to this Consultation Regulation **in English**.

The Special Administrative Clauses (CCAC) and documents provided by the contracting authority, with the exception of those referred to above and their annexes are not to be submitted in the tender. Only documents held by the contracting authority are authentic.

Documents provided by the contracting authority except:

- Those listed above and their appendices
- The Contract duly completed by the bidder

Not to be included in the tender. Only documents held by the contracting authority are authentic. Including the Contract if any changes – other than those required for its completion - were made by the Bidder.

Candidates are reminded that the signature of the Single Contract constitutes acceptance of all contractual documents.

Information on the use of electronic signature:

Bidders are requested not to use an electronic signature that prevents the addition of another electronic signature.

6.2 Judgment of tenders

The criteria for judging tenders are weighted as follows:

<p>Price of services</p> <p>Definition and Assessment of Criteria: The highest score (NM) will be awarded to the applicant who submitted the lowest bid. The other candidates will be assigned a score calculated on the basis of the following formula:</p> $N = NM \times (ODM/OAN)$ <p>where N is the candidate's score, MDG the amount of the lowest bid, NAO the amount of the bid to be noted.</p>	<p>20 / 100 pts</p>
<p>Technical criterion 1: Quality and relevance of the proposed methodology for the implementation of services.</p>	<p>25 / 100 pts</p>

Technical criterion 2: Quality of profiles dedicated to the performance of services.	50 / 100 pts
CSR Criterion: Quality of the CSR provisions that will be implemented for the execution of the contract: <ul style="list-style-type: none"> - Assessment of the implementation of the requirements for reducing carbon emissions and energy consumption (Article 15 Contract + framework answers below) 	5 / 100 pts

Bidders with an overall technical score of less than 50/75 will be eliminated and not invited for any negotiation phases.

The contracting authority will reject inappropriate tenders and select six **tenderers** for each of the lots, after a first ranking on the basis of the criteria defined above, who may be admitted to negotiate (subject to the condition stated above). After possible negotiation with these bidders (unless there are insufficient candidates), the contracting authority will select the maximum 4 offers, per lot, which are economically most advantageous.

In the course of these negotiations, successful candidates may be invited as many times as necessary by the contracting authority and under strict conditions of equality, to specify, supplement or amend their tender without, however, making any substantial changes to the specification.

AFD reserves the right to organize several rounds of negotiations with the successful candidates.

AFD also reserves the right to award the contract on the basis of the initial offer, without negotiation. As a result, each bidder must submit his or her best bid.

Will be declared as irregular, an offer, which, while providing a response to the need of the contracting authority, is incomplete or does not meet the requirements formulated in the consultation documents. This will be the case, in particular, if it is found that the price list is not provided or if it is incomplete.

7. Award of the framework agreement

The rules no longer require an economic operator, whether bidding alone or as a group, to sign his tender. However, the successful bidder must sign the tender at the latest when the framework agreement is awarded.

In accordance with article R. 2144-7 of the Public Procurement Code, the candidate to whom it is intended to award the contract shall provide documents justifying that he does not fall under the prohibition of tendering within a period of 5 days from the request of the contracting authority.

In order to satisfy this last obligation, the candidate established in another state than France must produce a certificate issued by the administrations and organizations of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by an affidavit, or in States where such an oath does not exist, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or qualified professional body in the country.

Failure to produce these documents within the time limit set, will result in rejection of the successful bidder's bid and elimination of the bidder.

The next candidate will then be asked to produce the necessary certificates and attestations before the framework agreement is awarded.

8. Conditions for sending and submitting applications and tenders

Electronic transmission of documents can only be made to the following address:
<https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each transmission will be subject to a certain date of receipt and an electronic acknowledgement.

It is strongly recommended to initiate the bid submission at least 2 hours before the BRL.

In case of difficulties, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>).

The language can be changed by clicking on the flag at the bottom left of the site.

Prepare in advance:

Digital Certificate Requirement - Setup Workstation in advance - recommendation to prepare with Test Consultation.

In the case of an electronic response, some documents require an electronic signature.

The bidder must have previously acquired an electronic certificate. Obtaining an electronic certificate takes several days or even weeks. If the bidder does not have a valid electronic certificate as part of the response to a dematerialized framework agreement, it is imperative that they request it in advance.

The bidder is also strongly encouraged to arrange for its electronic response to be filed on time. A workstation configuration test and test consultations are available on the platform.

Accepted file formats:

In case of electronic response, the documents provided must be in one of the following formats, otherwise the offer is inadmissible:

- Proprietary Microsoft compatible 2003 desktop format (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF format (.pdf),
- Image formats (.gif, .jpg and .png),
- Format for plans (.dxf and .dwg).

Any document containing a computer virus will be securely archived and deemed never received. The candidate concerned will be informed. Under these conditions, candidates are advised to submit their documents to an anti-virus before sending.

Electronic signature of response files:

The Bidder's documents must be signed electronically, as detailed below.

In application of the order of 22 March 2019 on the electronic signature of public procurement contracts, the candidate must comply with the conditions relating to:

- the signatory's certificate of signature,
- to the signature tool used (software, online service, if applicable), which must produce electronic signatures in accordance with the regulatory formats. (see Appendix)

General reminders: ZIP file and scanned signature:

Documents sent electronically will be re-materialized after the opening of tenders. Applicants are informed that the award of the framework agreement may result in the handwritten signature of the paper framework agreement.

- Each file to be signed must be individually signed, so that each signature can be verified independently of the others,
- A signed zip file is not accepted as equivalent to the signature of each document that constitutes the zip file,
- A scanned handwritten signature has no value other than that of a copy and cannot replace an electronic signature.

Backup copy:

Applicants may also submit a backup copy on electronic media (CD-Rom, DVD-Rom, USB stick) or on paper within the time limit for the delivery of tenders. This copy is sent to the address below, in a sealed envelope and must include the following information: "backup copy", identification of the procedure concerned and contact details of the company:

Group Purchasing Department (DAG)
Procedure no.: CLS-2025-0194
5 Rue Roland Barthes
75012 Paris
FRANCE

Backup documents must be signed (for signature required). If the physical medium chosen is paper, the signature is handwritten. If the physical medium chosen is electronic, the signature is electronic.

This backup copy may be opened in the cases described in article 2 II of the decree of 22 March 2019 setting out the procedures for making available the documents from the consultation and the backup copy.

Unopened packages containing the back-up copy will be destroyed by the contracting authority at the end of the procedure.

9. Additional information

In order to obtain all the additional information related to this consultation, candidates will have to send their request in a timely manner:

- Electronically, exclusively on the dematerialization platform, at the following URL:
<https://www.marches-publics.gouv.fr/>

Only requests sent at least 6 days before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than 6 days before the date set for receipt of tenders to candidates who have uploaded the consultation file on the dematerialization platform after having previously identified themselves

For information on the submission of digital tenders, please refer to the *Conditions for sending and submitting applications and/or tenders* in this document.

ANNEX: DECLARATION ON HONOUR

I, the undersigned

Acting as

Company name and address:

.....
.....

(a) declare on his honour:

☐ or be the legal representative of the company identified in the legal documents

☐ or hold an authorization authorizing him to engage the company in the context of this consultation (delegation of signature communicated)

b) declare on his or her honour not to be subject to any of the exclusions provided for in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.

N.B. : Where an economic operator is, during the procedure for awarding a contract, placed in one of the exclusion cases mentioned in articles L. 2141-1 to L. 2141-5, articles L. 2141-7 to L. 2141-10 or articles L. 2341-1 to L. 2341-3 of the Public Procurement Code, he shall inform the purchaser of this change in situation without delay.

Evidence documents available online:

Internet address where the supporting documents and means of proof are directly accessible free of charge, as well as all the information necessary to access them:

- Internet address:

- Information required to access:
.....

(c) declare on my honour that I am not, and that none of the members of my group, nor my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular with regard to the fight against the financing of terrorism and against attacks on international peace and security, and I undertake to inform the Agency without delay of any change in the situation

Made to.....

The

Signature
.....

10. Appendix: Imposed Response Framework

The Service Provider's replies shall not exceed 50 pages outside of Part E and by creating a section per country.

These responses must comply with the following outline:

A - Summary of your offer

.A.1 - Understanding the expectations of DFS

.A.2 - Summary of your intervention steps

B - Strengths and added value of your offer to accomplish this mission

B.1 – Use of local expertise on areas of intervention

- Mozambique

- South Africa

- Indonesia
- Colombia
- Brazil

C - Detailed description of your offer

.C.1 - Detailed description of the content of the proposed steps (diagnosis, analyses, scenarios, action plan, reporting...)

C.2 - Resources implemented

.C.3 - Operational Arrangements and Instances for Mission Management

D - Recommendations from the service provider for the successful completion of the mission

E - Presentation of the team that will intervene on this mission

.E.1 – Team Formation and Responsibilities

E.2 – Speakers' CVs (maximum 3 pages per speaker)

F – CSR Actions

Present the environmental actions applicable to the purchase (3 pages maximum) by completing the tables related to the CSR Actions (following pages)

G - Summary of your offer

11. CSR Actions

MANDATORY

The ability to comply with environmental and social requirements will be noted in the CSR award criterion of the Consultation By-law.

Environmental technical specification: climate requirements

The Bidder shall:

- Implement carbon reduction actions that apply to the delivery
- Be able to calculate the carbon emissions of the purchase. The methodology for calculating carbon emissions should be described.

The Bidder indicates its actions in the following table, as well as its ability to calculate the carbon emissions of the delivery:

Actions to reduce carbon emissions	
Ability to calculate the carbon emissions of the service and methodology used	

The licensee provides AFD with an account of the actions actually implemented to reduce carbon emissions, as well as the carbon emissions from the purchase for each calendar year covered by the contract.

This information will be provided upon request by AFD.

12. Appendix: Signing Certificate Requirements

Certificate of signature:

The signatory's signature certificate must comply with eIDAS or equivalent and meet the required level of security. The RGS (general safety standard) has been replaced by the eIDAS regulation since 1 October 2018.

However, if you already have a "RGS" certificate, it will remain valid until the end of its validity period.

- Case 1: Certificate issued by a "recognized" Certification Authority - No evidence to provide

The signature certificate is issued by a Certification Authority listed in the following trusted list:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European applicants will also find the full list of service providers on the trusted list maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder does not have to provide any supporting documentation on the certificate of signature used to sign their response.

- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided

The dematerialization platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Standard (RGS) and “eIDAS”.

The applicant must ensure that the certificate he or she is using at least complies with the security level defined by the General Security Standard (RGS) or “eIDAS”, and provide the supporting documents in his or her electronic response.

The applicant shall also provide all the technical elements enabling the contracting authority to ensure that the certificate used is technically valid.

Thus, the signatory must transmit with its electronic response the following elements:

a) any element allowing the verification of the quality and level of security of the signature certificate (proof of qualification of the Certification Authority, certification policy, website address of the reference of the Certification Authority),

b) the technical tools for certificate verification (complete certification chain to root Certification Authority, download address of the latest update of the certificate revocation list).

It is specified that all these elements must be of free access and use for the buyer, and be accompanied if necessary by clear instructions for use.

Signature tool used to sign files:

The rules allow bidders to use any signature tool of their choice.

- Case 1: Bidder uses platform signature tool - No supporting documents to provide

The platform incorporates an electronic signature tool, which generates XAdES regulatory format Signature Tokens.

In this case, the Bidder has no evidence to provide on the electronic signatures transmitted and the signature tool used.

- Case 2: The bidder uses a different signature tool than the one built into the platform - Different supporting documents to be provided

When the candidate uses a signature tool other than that of the platform, he must comply with both of the following obligations:

a) Produce XAdES, CAdES or PAdES signature formats.

b) Enable verification by transmitting in parallel the elements necessary to verify the validity of the signature and the integrity of the document, free of charge.

ATTENTION: Candidates should be aware that the use of an electronic signature must not conflict with the article “Conditions for sending and submitting applications and tenders”, paragraphs “Accepted file formats”. As such, it is recommended to use a “detached” signature when the signature tool allows; in order to deliver a document in an accepted format.

It is specified that all these elements must be of free access and use for the buyer, and be accompanied if necessary by clear instructions for use.